

THIS BOOK DOES  
NOT CIRCULATE

EDUCATIONAL TEACHING CONTRACT  
FOR THE YEAR 1975-1976

*Gloucester County*

This Agreement made this thirtieth day of May 1975,  
by and between the WOODBURY HEIGHTS BOARD OF EDUCATION, hereinafter  
referred to as the "Board" and the WOODBURY HEIGHTS EDUCATION ASSO-  
CIATION, hereinafter referred to as "The Association".

WITNESSETH:

WHEREAS, the parties hereto wish to commit their mutual  
understandings to writings; and

WHEREAS, the WOODBURY HEIGHTS BOARD OF EDUCATION as well  
as the WOODBURY HEIGHTS EDUCATION ASSOCIATION deems it to be in  
the best interest of all parties involved to commit their verbal  
agreements to writing;

NOW THEREFORE, in consideration of the covenants and  
promises hereinafter mutually to be kept and performed by each  
party, it is agreed as follows:

LONGEVITY BONUS

There shall be a single lump sum longevity bonus payment  
at the completion of the tenth, fifteenth, and twentieth year of  
teaching service in Woodbury Heights in the amount of \$100.00  
subject to necessary financial deductions.

TENURE PAYMENT

Only teachers employed during the 1974-1975 school year  
who are presently tenured or who shall be tenured during the  
1975-1976 and 1976-1977 school year shall receive the sume of  
\$200.00 in addition to the stated salary guide attached hereto and  
designated "Exhibit A".

### SALARY SCHEDULE

The salary schedule referred to as "Exhibit A" is attached hereto and incorporated by reference into this paragraph for the sake of brevity.

### BEREAVEMENT PROVISION

A maximum of five days shall be permitted in instances of bereavement caused by the death of a father, mother, brother, sister, son or daughter, grandparents, mother-in-law, father-in-law or husband or wife.

Three days shall be granted as of right and an additional two days may be granted for travel, subject to the approval of the Administrative Principal.

### SICKNESS IN FAMILY

A maximum of five days shall be permitted in instances of sickness in the family. Family should include a father, mother, brother, sister, son or daughter, grandparents, mother-in-law, father-in-law, or husband or wife.

One day shall be granted as of right and four additional days may be granted by the Administrative Principal.

The sickness allowance provision is non-cumulative and expires at the termination of the yearly contract.

In the event that the Administrative Principal approves the additional four days sick leave to teachers, it is understood that the teacher shall be paid a sum equal to her daily employment less that sum paid to a substitute teacher.

### TEACHER'S SICKNESS

A. A maximum of ten days absence from school due to sickness shall be permitted during each school year without loss of pay.

B. During the next ten days of absence due to sickness, the cost of the substitute shall be deducted from teachers normal salary. Teachers shall be entitled to the difference in said adjustment.

C. A leave of absence without pay shall be granted for any remaining period of absence due to sickness.

D. All sick days not utilized in any one year which remain from the basic ten day sick leave period shall be cumulative and may be used for additional sick leave time as needed in subsequent years of employment.

E. The Administrative Principal may, at his discretion, require a physician's statement certifying the illness of the teacher or may direct the designated school physician to examine said teacher who is absent on account of illness.

#### JURY DUTY

Time spent on jury duty or in answering a subpoena of the court, providing the teacher is not a party to the suit, shall be granted without loss of pay subject to the filing of appropriate proof with the secretary of the Woodbury Heights Board of Education.

#### PROFESSIONAL ABSENCE

When authorized in advance by the Board of Education, time will be granted without loss of pay for teachers to visit other schools, to attend educational meetings, or for other similar professional purposes.

Reports of such visits shall be made, in writing, to the Principal and forwarded to the Board of Education.

#### LEAVE OF ABSENCE

A. Any teacher desiring a leave of absence shall make a written request to the Board of Education that shall be submitted through the office of the Administrative Principal.

B. The request shall state the period of time requested and the reason for said leave of absence.

C. Whenever permission for a requested leave of absence, without pay, is granted by the Woodbury Heights Board of Education, a date certain shall be fixed by said Board before it shall be necessary

for the requesting teacher to indicate and advise said Board of an intention of returning at the expiration of the period of leave.

D. Teacher shall notify the Board of his intention to return no later than the date previously specified by said Board. In the event teacher does not notify the Board prior to that date specified, the act of non-notification shall constitute a breach of contract and shall terminate Board's obligations to teacher for the forthcoming school teaching year.

#### PERSONAL LEAVE

A. Teachers shall be entitled to two days per school year, non-cumulative, leave with pay.

B. The Administratibe Principal, may, within his sole discretion, grant three additional personal days leave with pay less the pay of the substitute necessary for replacement.

#### UNEXCUSED ABSENCES

A. A deduction of 1/200th the rate of the annual salary shall be made for each day of absence for any reason other than those hereinbefore enumerated. This deduction shall be applied even though the full ten days sick leave has not been used up.

#### MEDICAL COVERAGE

A. The Board shall provide and pay for 100% of the cost of Blue Cross coverage, Blue Shield coverage with Rider "J" and major medical family plan coverage.

B. In the event teacher finds it unnecessary to be provided with medical family plan coverage, then and in that event, the Board shall provide coverage through the Washington National Insurance Co., not to exceed the cost of the family plan coverage.

#### PAYMENT PLAN AND BOND PURCHASE PLAN

A. Teacher may request Board to withhold ten percent of teacher's yearly salary, said sum to be submitted to teacher in two equal installments payable in July and August of each year, or payable in one lump sum at the end of the school year.

B. Teacher may request Board to withhold funds from teacher's pay for the purpose of purchasing United States Government Savings Bonds on teacher's behalf.

### EDUCATIONAL REIMBURSEMENT

The Board shall reimburse fifty percent of the total true tuition and registration fee and one required text book for successfully completed courses that the teachers take to further their studies at the elementary school level or supervision thereof.

Part-time teachers and school nurses are included in proportion to the time spent teaching in our school.

All courses must be approved by the Administrative Principal and authorized by the Board of Education prior to registration.

### WORKING AND TEACHING HOURS

A. All teachers shall be in the school building and ready for regular classes no later than fifteen minutes prior to the call of school and shall leave the building no earlier than fifteen minutes after dismissal, Mondays through Fridays, inclusive.

B. School will be in session according to the calendar adopted by the Board yearly (Appendix E of Board Policy). Part sessions of school shall be a minimum of four hours and will be considered as full days of school. Substitute teachers will be paid and records of teachers' absences will be maintained on this basis.

C. Hours of the school day will be:

#### Kindergarten

##### Full Session Days

Morning Session	8:45 A.M.	to	11:30 A.M.
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Afternoon Session	12:45 P.M.	to	3:15 P.M.
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##### Half Session Days

Morning Session	8:45 A.M.	to	10:45 A.M.
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Afternoon Session	10:45 A.M.	to	12:45 P.M.
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#### One to Sixth Grades

##### Full Session Days

Morning Session	8:45 A.M.	to	11:45 A.M.
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Afternoon Session	12:45 P.M.	to	3:15 P.M.
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##### Half Session Days

Morning Session	8:45 A.M.	to	12:45 P.M.
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### GENERAL DUTIES

The duties of teachers may be defined in broad terms as:

A. Provide classroom instruction.

B. Provide instruction physical education according to the laws of the State of New Jersey (18A:35-7).

C. Maintain disciplinary control over the pupils in their charge.

D. Attend inservice meetings and any other meetings for professional improvement upon approval of the Board.

#### SPECIFIC DUTIES

The specific duties of teachers include, but are not limited to the following:

A. Participate in the two fire drills per month required by the laws of the State of New Jersey (18A:41-1); the teacher shall close all doors and windows, observe that each child leaves the room, and take roll call outside the building.

B. Lead the daily flag salute and oath of allegiance, which are to be rendered with the right hand over the heart as required by the laws of the State of New Jersey (18A:36-3).

C. Instruct pupils in their charge in safety and accident prevention.

D. Maintain awareness of hazards, and report immediately to the Administrative Principal any potentially dangerous conditions of the building, ground, or equipment.

E. Maintain written lesson plans at least one week in advance, and submit these plans to the Administrative Principal weekly.

F. Post a daily schedule and adhere to it, within reason.

G. Prepare a list of textbooks, materials, supplies, and equipment needed for the coming year.

H. Observe the principles of good housekeeping in the classroom and in all other parts of the school used, and prevent the abuse of property or materials by the children.

I. Keep and maintain required class records as defined by the Administrative Principal, i.e. registers, report cards, failure notices, etc.

#### RELATION OF TEACHERS TO PUPILS

It is the duty of the teacher:

A. To treat all children without discrimination of any sort.

B. To guard all information told in professional confidence by a child or an adult.

C. To refrain from influencing unjustly the minds of pupils entrusted to his care.

D. To maintain poise and self-control at all times in dealing with children.

E. To take advantage of all opportunities to develop pupils' characters both by precept and example.

#### RELATION TO OTHER TEACHERS

It is the duty of the teacher:

A. To assist in determining and carrying out the policies of the system and to refrain from shifting to another the responsibility which should be borne by himself.

B. To help associates with constructive advice and ideas and to give due credit for assistance received and achievements attained.

C. To refrain from interfering in any way, unless official position warrants, with the classroom affairs of an associate.

D. To avoid gossip about or adverse criticism of fellow teachers in conversation with others, both within and without the school system.

E. To refrain from criticizing a former teacher by implying that he or she has not given the proper educational foundation.

F. To organize properly and leave for his/her successor such information, data, and records as may be needed in beginning the next year's work.

#### TEACHERS' MEETINGS

Teachers' meetings are called at the discretion of the Administrative Principal, but at least once a month. It is an important professional requirement that teachers attend all meetings. The Administrative Principal shall act as chairman, and shall present an agenda, which may be supplemented by items proposed by any teacher.

#### SALARY ADJUSTMENTS

Salary adjustments, which involve a change in status of employees between contract signings, will be handled as follows:

A. Employee to furnish the Board with written verification of additional degrees or hours of completed study.

B. At the next regular board meeting the verification will be acted upon. If verification indicates a change in status is required, the Board will act on a new contract.

C. The salary adjustments will become effective at the next pay period after the Board action.

#### RETIREMENT

Teachers who are members of the Teacher's Pension and Annuity Fund may be retired when the sixtieth birth date is attained. All teachers are compelled to retire at the close of the school year in which the seventieth birth date is attained (18A:66-43).

#### FIELD TRIPS

Each teacher sponsoring a field trip or other extra-curricular activity shall submit, in writing, full details of the planned program to the Administrative Principal, who shall in turn request permission from the Board.

#### SMOKING

A. No teacher shall smoke in the presence of school pupils while on school property during those hours of a school day when he or she is functioning in the capacity of his or her position.

B. Smoking is permitted in the teachers' room and principal's office only.

C. No possession or drinking of alcoholic beverages during school hours.

#### DISAGREEMENTS

In order to more firmly insure continuance of the harmonious relationship that prevails among Employee, Administrative Principal, and Board of Education; and to make explicit the open channels of communication that exist between board and staff, this formal procedure is established:

1. In the event that an Employee or an Organization has a complaint, it shall be submitted to his immediate superior; namely, the Administrative Principal.

2. If the complaint is not settled by the respective superior or the complainant is dissatisfied with the action taken, he

or she may, with full knowledge of his immediate superior, direct a letter to the Board through the Secretary of the Board. The administrative Principal shall prepare a review of the case for the Board.

3. The Board upon receiving the letter of appeal, shall refer the complaint to the proper committee or appoint a committee to hear the appeal, at a time convenient for all concerned, after which recommendations shall be made to the Board.

4. If the Board and Employee or Staff Representative are unable to reach agreement, the Board shall decide whether the scope of the grievance is such that it's decision would affect a number of employees and would affect the public's interest and welfare. In such cases, the Board may seek independent advice. All information hitherto gathered shall be made available to the advisors so obtained. The Board shall then make its decision and communicate it through the Chief Administrator to all Employees and it's advisors.

WOODBURY HEIGHTS BOARD OF EDUCATION

BY: Joseph J. DeGenova Jr.

JOSEPH J. DEGENOVA, JR., President

BY: Robert J. Powers

ROBERT J. POWERS, Chief Negotiator

WITNESS:

Edith B. Brown  
Secretary

WOODBURY HEIGHTS EDUCATION ASSOCIATION

BY: Doris E. Schoener

MRS. DORIS E. SCHOENER, President

BY: Robert A. Sulzman

ROBERT A. SULZMAN, Chief Negotiator

WITNESS:

Naomi R. Schneider  
Secretary

**1975-1976 SALARY SCHEDULE  
"Exhibit A"**